



COLUMN A	COLUMN B	COLUMN C	COLUMN D	
CHECK IF APPLICABLE	PERFORMANCE ELEMENTS CRITICAL/ADDITIONAL	PERFORMANCE STANDARDS INDICATE ACCEPTABLE LEVEL	ANNUAL APPRAISAL RATING CHECK ONE BOX "A" "U"	
<input type="checkbox"/>	QUALITY (C)	<ul style="list-style-type: none"> <li>• COMPLETES WORK ASSIGNMENTS IN A TIMELY MANNER</li> <li>• DEMONSTRATES ATTENTION TO DETAIL AND ACCURACY</li> <li>• SHOWS A COMMITMENT TO QUALITY AND EXCELLENCE</li> <li>• SEEKS AND MAKES CONTINUOUS IMPROVEMENT</li> <li>• TAKES ACTION TO RESOLVE PROBLEMS WHEN QUALITY FALLS BELOW ACCEPTED LEVEL</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	TEAMWORK (A)	<ul style="list-style-type: none"> <li>• WORKS EFFECTIVELY IN GROUPS AND HELPS OTHERS TO GET THE JOB DONE</li> <li>• PARTICIPATES IN RESOLVING TEAM CONFLICTS</li> <li>• ESTABLISHES AND MAINTAINS COOPERATIVE WORKING RELATIONSHIPS</li> <li>• REMAINS FLEXIBLE AND OPEN TO NEW OR DIFFERENT IDEAS</li> <li>• FOCUSES ON TEAM EFFORTS ON MOST EFFECTIVE MISSION ORIENTED STRATEGIES</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	SAFETY (A)	<ul style="list-style-type: none"> <li>• KEEPS THE WORKPLACE SAFE, CLEAN, AND FREE OF CLUTTER AND HAZARDS</li> <li>• ADHERES TO ORGANIZATION SAFETY PROGRAM INSTRUCTIONS</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
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